



COUNTY OF LOUDOUN

BUILDING AND DEVELOPMENT

1 Harrison Street, P.O. Box 7000, Leesburg, VA 20177-7000

Phone (703) 777-0220 Fax (703) 771-5522

ZONING APPLICATION FOR A HOME OCCUPATION PERMIT

Name of Business: _____

Applicant’s Name: _____

Type of Business: _____ Email Address: _____

Property Address: _____
Street City State Zip

LCTM: _____ MCPI: _____

Square Footage of Business: _____ Gross Floor Area Square Footage of Home: _____

Location of Business: ☐ Within Home
☐ Within Accessory Structure/Specify: _____ Square Footage of Accessory Structure : _____

Detailed Description of Home Occupation: _____

Please read the following and answer questions below

- Home Occupation:** A business, profession, occupation or trade conducted for gain or support within a residential building or its accessory buildings which use is incidental and secondary to the use of the buildings for dwelling purposes and which does not change the residential character of such buildings.
Per Section 5-400, home occupations are permitted within single family detached, duplex, multifamily and townhouse residential dwellings or tenant dwellings permitted pursuant to Section 5-602, provided they comply with the following restrictions:
- (A) Members of the family residing on the premises are permitted to be engaged in such occupation.
 - (B) One employee (one full-time equivalent), other than members of the family residing on premises, shall be permitted to work on site given one additional off-street parking space is provided. Such parking space shall not be located in the required front yard, unless located on an existing driveway. **Number of employees (excluding family members):** _____
 - (C) The use of the dwelling for the home occupation shall be clearly incidental and subordinate to the use of the dwelling for residential purposes.
 - (D) There shall be no change in the outside appearance of the building or lot, nor other visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated.
 - (E) There shall be no retail sales, other than items handcrafted on the premises, in connection with such home occupation. Not more than 10% of the gross floor area of the dwelling unit nor 10% of said gross floor area if conducted in an accessory structure, shall be used to store merchandise for retail sales off-premises.
 - (F) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood. Any need for parking generated by the conduct of such home occupation shall be met by off-street parking and other than in a required front yard. **Number of trips generated on a daily basis:** _____ **Number of parking spaces available:** _____
 - (G) No equipment or process used in such home occupation shall create noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND DO AGREE TO COMPLY WITH THE REQUIREMENTS. (County officials may inspect the premises for conformity with the Home Occupation provisions during normal business hours.)

_____ APPLICANT’S SIGNATURE	_____ DATE	_____ APPLICANT’S TELEPHONE #
_____ PRINT NAME		
_____ OWNER’S SIGNATURE	_____ DATE	_____ OWNER’S TELEPHONE #
_____ PRINT NAME		

_____ APPROVED / DENIED	_____ DATE
_____ APPLICABLE ZONING ORDINANCE/ ZONING DISTRICT	_____ SIGNATURE/ ZONING ADMINISTRATOR DESIGNEE

PERMIT NUMBER